



## State of Montana Job Vacancy

### Department of Transportation

#### Glendive District

503 North River Avenue

PO Box 890

Glendive, MT 59330-0890



February 06, 2009

Internal/External

*Equal Opportunity Employer*

Job Title: Surveyor  
Position No.: 54191948  
Division: Glendive Pre-Construction  
Location: Glendive  
Job Code: 171254  
Type of Position: Permanent  
Work Comp Code: 9421  
Bargaining Unit / Code: MPEA / 0000-8  
Band: Band 4  
Hourly Salary Range: \$18.763  
Supplement Required: Yes ☐ No ☒  
Closing Date: Open until filled

### **Pre-Construction Overview**

The Survey Unit is responsible for providing land surveying services, analyzing and reviewing surveys, coordinating surveys, formulating and implementing MDT survey policy, assuring quality of surveys, securing and managing survey data, serving as the MDT's technical support and resource center for survey issues, and determining and implementing time efficient and cost-effective survey methods.

### **Description of Duties**

#### Reviews Surveys:

Surveys are reviewed for compliance with MDT survey procedures, and for computational accuracy. This not only includes review of survey data but also involves making final computations and organizing data into a format usable by others. Areas of non-conformance or sub-standard work are identified by this position and reported to the Registered Land Surveyor.

#### Performs Surveys:

The Surveyor is assigned several tasks ranging from party chief on survey projects that are more technical in nature to instrument person on surveys requiring professional surveying services. Surveys in the technical classification consist of targeting projects, differential leveling projects, localized horizontal control surveys, and topographical surveys.

### **Job Requirements**

Working knowledge of MDT highway design and construction. Skilled in the use and operation of survey instruments of all types. Skilled in reading and interpreting maps and plans.

Strenuous physical activities are required on the job including digging, cutting, hiking, and packing equipment in excess of 30 lbs. Survey activities are done year around with exposure to hazards associated

with extreme climatic conditions, remote areas, rough terrain, and surveying along highway corridors. Extensive travel and shifts other than normal are required to accomplish Department goals and objectives. A valid Montana Drivers License is required.

### **Education and Experience**

An Associate's degree in surveying is preferred. The agency will accept alternative methods of obtaining the necessary education qualification.

No work experience is required. Two years of progressively responsible experience in control survey, route survey and/or boundary survey including experience as an instrument person is preferred.

### **Compensation / Benefits**

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

### **Application Process:**

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☒ No ([what is VEBA](#))

- ☒ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☒ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

### **Supplemental Questions:**

NONE

**Application Materials and Deadline:** Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

**Glendive District**  
503 North River Avenue

PO Box 890  
Glendive, MT 59330-0890

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Glendive District office in Glendive by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Nonbargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

**Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.**

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

**Applicants claiming Veteran's or Disabled Person's Employment Preference** (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.